

**ANNOUNCEMENT NUMBER: 05-74**

- OPEN TO:** Current Employees of the Mission, Eligible Family Members (EFMs), Members of Household (MOH) – All Agencies, and Qualified U.S. and Jordanian Citizens.
- POSITION:** Human Resources Management Specialist, FSN-10; FP-5  
**(This is the target grade level of the position. This means that the selectee will be hired at the entry level of FSN-9. Upon meeting experience requirements, time requirements and the approval of the supervisor, the employee can be promoted to the target grade of FSN-10).**
- OPENING DATE:** October 19, 2005
- CLOSING DATE:** November 2, 2005
- WORK HOURS:** Full-time; 40 hours/week
- SALARY:** For FSN-10: JD 14,240 – JD 23,496

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Amman is seeking an individual for the position of a Human Resources Management Specialist in the Human Resources Office.

**BASIC FUNCTION OF POSITION**

As a senior HR employee, assists in administering the Human Resources Program. The employee advises employees on all queries related to their benefits, rights, compensation, and other related issues. Represents post management, together with the Human Resources Officer and the Management Counselor in regular meetings with the FSN Inter-Agency Advisory Committee. Supervises five Human Resources personnel. Conducts Post's surveys concerning FSN employees' benefits under the Local Compensation Plan. Monitors potential changes to local social security and labor laws and advises western embassies, international organizations, and U.S. firms on salary and benefit levels provided by the Embassy for its FSN employees as guidance to these entities. Classifies FSN positions and/or review staff's classification to determine the grades of the positions under the CAJE system. Prepares recurring reports on FSN employment and provides other agencies with personnel data and necessary employment information. Maintains control records and staffing patterns. Drafts administrative notices on various personnel matters mission wide. Serves as Contracting Officer's Representative concerning FSN medical/life insurance plans. Assist the Ambassador and the DCM in administering the employment of their official residence staff.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. University degree in Human Resources, Business Administration or related field.
2. Five to seven years of progressively responsible experience in the field of human resources administration; two years of which should have been in a supervisory position.
3. Fluency in written and spoken English and Arabic.
4. A thorough knowledge of HR principles, laws and regulations, local prevailing employment practices as they apply to compensation, retirement, and other HR management issues; local labor and social security laws, and legal employment procedures in the country; and extensive knowledge of position classification techniques.
5. Good managerial skills and personality which inspires confidence in local national employees and permits the maintenance of effective working relationships with employees and supervisors; good counseling skills; ability to interpret laws regulations; and ability to use computers.

## **SELECTION PROCESS**

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## **TO APPLY:**

Interested applicants for this position should submit the following:

1. Application for Federal Employment (SF-171, OF-612, or Application for Employment Form); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: Freda Ateyeh  
Room: 153, Ext. 6507

Applications can also be submitted electronically through  
**AmmanEmployment@state.gov**

## **POINT OF CONTACT**

Telephone: 5906507  
FAX: 5931598

## **DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: November 2, 2005**

An Equal Opportunity Employer

Draft:HRO:FAteyeh:fa  
Clearance:HRO:PKhan  
FMO:KMcCarthy  
Approval:MGT:PAair

